

Claim Records and Process to Submit Claims

Claims Processing

SDE has established procedures for Institutions to properly submit claims for reimbursement. The procedures include SDE edit checks in MyIdahoCNP claiming system, including but not limited to; ensuring that payments are made only for approved meal types and that the number of meals for which reimbursement is provided does not exceed the product of the total enrollment times operating days times approved meal types. All valid claims shall be paid within 45 calendar days of receipt. Within 15 calendar days of receipt of any incomplete or incorrect claim which must be revised for payment, the SDE shall notify the Institution as to why and how such claim must be revised. If SDE disallows partial or full payment for a claim for reimbursement, it shall notify the Institution which submitted the claim of its right to appeal under 7 CFR 226.6(k).

PARTICIPATION CONTROLS

SDE has established control procedures in the MyIdahoCNP claiming system to ensure that payment is not made for meals served to participants attending in excess of the authorized capacity of each independent center, adult day care facility or child care facility.

CLAIMS FOR REIMBURSEMENT

Claims for reimbursement shall report information in accordance with the financial management system established by SDE, and in sufficient detail to justify the reimbursement claimed and to enable SDE to provide the final Report of the Child and Adult Care Food Program CACFP (FNS 44) required under 7 CFR 226.7.

In submitting a claim for reimbursement, each Institution shall certify that the claim is correct and that records are available to support that claim. For each month in which independent for-profit child care centers and independent for-profit outside school hours care centers claim reimbursement, they must submit the number and percentage of children in care (enrolled or licensed capacity, whichever is less) that documents at least 25 percent are eligible for Free or Reduced-Price meals or are title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals must not be considered in determining this eligibility.

Sponsoring organizations of for-profit child care centers or for-profit outside school hours care centers must submit the number and percentage of children in care (enrolled or licensed capacity, whichever is less) that documents that at least 25 percent are eligible for Free or Reduced-Price meals or are title XX beneficiaries. Sponsoring organizations of such centers must not submit a claim for any for-profit center in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) during the claim month were eligible for Free or Reduced-Price meals or were title XX beneficiaries.

Independent for-profit adult day care centers shall submit the percentages of enrolled adult participants receiving title XIX or title XX benefits for the month claimed for months in which not less than 25 percent of enrolled adult participants were title XIX or title XX beneficiaries.

Sponsoring organizations of such adult day care centers shall submit the percentage of enrolled adult participants receiving title XIX or title XX benefits for each center for the claim. Sponsoring organizations of such centers shall not submit claims for adult day care centers in which less than 25 per cent of enrolled adult participants were title XIX or title XX beneficiaries for the month claimed.

Prior to submitting its consolidated monthly claim to SDE, each sponsoring organization must perform edit checks on each facility's meal claim. At a minimum, the sponsoring organization's edit checks must:

- Verify that each facility has been approved to serve the types of meals claimed; and
- Compare the number of children enrolled for care at each facility, multiplied by the number of days on which the facility is approved to serve meals, to the total number of meals claimed by the facility for that month. Discrepancies between the facility's meal claim and its enrollment must be subjected to more thorough review to determine if the claim is accurate.
- All records to support the claim shall be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the end of the three year period as long as may be required for the resolution of the issues raised by the audit. All accounts and records pertaining to the CACFP shall be made available, upon request, to representatives of SDE, USDA, and the U.S. Government Accountability Office for audit or review, at a reasonable time and place.
- Unless otherwise approved by FNS, the Claim for Reimbursement for any month shall cover only CACFP operations for that month. A final Claim for Reimbursement shall be submitted to SDE not later than 60 days following the last day of the full month covered by the claim. Claims not submitted within 60 days shall not be paid with CACFP funds unless FNS determines that an exception should be granted. SDE shall promptly take corrective action with respect to any Claim for Reimbursement as determined necessary through its claim review process or otherwise. In taking such corrective action, SDE may make upward adjustments in CACFP funds claimed on claims filed within the 60 day deadline. Downward adjustments in CACFP funds claimed shall always be made without FNS authorization regardless of when it is determined that such adjustments are necessary.
- If, based on the results of audits, investigations, or other reviews, SDE has reason to believe that an Institution, child or adult care facility, or food service management company has engaged in unlawful acts with respect to CACFP operations, the evidence found in audits, investigations, or other reviews is a basis for non-payment of claims for reimbursement.

CACFP Payments for Centers

REQUIREMENT FOR AGREEMENTS

Payments must be made only to Institutions operating under an agreement with SDE for the meal types specified in the center site application served at approved child care centers, at-risk afterschool care centers, adult day care centers, emergency shelters, and outside school hours care centers. SDE has a policy under which centers may be reimbursed for meals served in accordance with provisions of CACFP, after a preapproval visit is conducted, in the calendar month preceding the calendar month in which the agreement is executed. Since SDE's policy permits centers to earn reimbursement for meals served prior to the execution of a CACFP agreement, CACFP reimbursement must not be received by the center until the agreement is executed.

EDIT CHECKS OF SPONSORED CENTERS

Prior to submitting its consolidated monthly claim to SDE, each sponsoring organization must conduct reasonable edit checks on the sponsored centers' meal claims, which at a minimum, must include those edit checks specified in 7 CFR 226.10(c) and in this section.

CHILD AND ADULT CARE INSTITUTIONS

Each child care Institution and each adult day care Institution must report each month to SDE the total number of CACFP meals, by type (breakfasts, lunches, suppers, and snacks), served to children or adult participants.

FOR-PROFIT CENTER EXCEPTION

For-profit child care centers, including for-profit at-risk afterschool care centers and outside school hours care centers, must provide the total number of Free, Reduced-Price and Paid enrolled participants only for calendar months during which at least 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for Free or Reduced-Price meals or were title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals must not be considered in determining this eligibility.

For-profit adult day care centers must provide the total number of Free, Reduced-Price and Paid enrolled participants only for calendar months during which at least 25 percent of enrolled adult participants were beneficiaries of title XIX, title XX, or a combination of titles XIX and XX.

REIMBURSEMENT

SDE must base reimbursement to each approved child care center and adult day care center on actual time of service meal counts of snacks or meals, by type, served to children or adult participants multiplied by the assigned rates of reimbursement. In the case of a sponsoring organization of day care homes, SDE must base reimbursement to each approved day care home on daily meal counts recorded by the provider.

AT-RISK AFTERSCHOOL CARE INSTITUTIONS

SDE bases reimbursement to each at-risk afterschool care center on the number of at-risk afterschool snacks and/or at-risk afterschool meals that are served to children.

EMERGENCY SHELTERS

SDE must base reimbursement to each emergency shelter on the number of meals served to children multiplied by the free rates for meals and snacks.

Computation of Reimbursement

SDE has chosen the meal times rate payment method per 7 CFR 226.9 and apply this method to all Institutions participating in CACFP in Idaho.

The meal time's rate payment method involves reimbursing an Institution for meals served at the assigned rate for each meal. This method entails no comparison to the costs incurred by the Institution for the meal service.

ESTABLISHING CLAIMING PERCENTAGES

For centers, SDE uses the percentage reimbursement method to determine a center's reimbursement rate. Meal reimbursement is based on a center's percentage of Free, Reduced-Price and Paid participants who are enrolled for care during the month.

In accordance with 7 CFR 226.9 (b)(2), SDE establishes claiming percentages no less frequently than annually, for each center on the basis of the number of enrolled participants eligible for Free, Reduced-Price, and Paid meals. This does not apply to children who only participate in emergency shelters or the at-risk afterschool care component of CACFP. These children are not considered to be enrolled participants for the purpose of establishing claiming percentages.

Annually each center must report eligibility information on the number of Free, Reduced-Price, and Paid enrolled participants in their October site claim for all the enrolled participants in the month of October in order to calculate a claiming percentage.

Each following month until the end of the Program year (September 30), the center shall continue to report the same data unless there is a change to the Free, Reduced-Price and Paid participants enrolled in the center. It is recommended for Institutions to maintain a monthly enrollment eligibility roster for each center. In doing so, the center will be able to maintain an accurate count of all Free, Reduced-Price and Paid enrolled participants and report any changes on the center's monthly claims. During any month in which a claiming percentage is being established, because an income eligibility form is valid until the last day of the month that it was originally dated, any income eligibility forms expiring that month should be included in determining that claiming percentage. Claiming percentages are intended to capture the number of eligible children at a facility during one period of time. Including all currently valid income eligibility forms, regardless of when they expire within that month, is consistent with this intent.

The MyIdahoCNP claiming system will apply the applicable claiming percentage or percentages to the total number of meals, by type, served to participants and multiply the product or products by the assigned rate of reimbursement for each meal type.

ADMINISTRATIVE PAYMENTS TO SPONSORING ORGANIZATIONS FOR DAY CARE HOMES.

Sponsoring organizations for day care homes shall receive payments for administrative costs. Administrative reimbursements are determined by multiplying the number of family and group day care homes submitting a claim for reimbursement during the month by the appropriate annually adjusted administrative reimbursement rate. In short this method is referred to as homes times' rate. Sponsoring organizations of day care homes remain responsible for correctly accounting for costs and for maintaining records and sufficient supporting documentation to demonstrate the costs claimed that have been incurred, are allocable to CACFP, and comply with applicable CACFP regulations and policies.

Sponsoring organizations of day care homes with administrative funds remaining unspent at the end of the fiscal year (FY) may carry over up to 10 percent of their administrative reimbursement to the next FY. Any remaining funds over the 10 percent limit must be returned to SDE.

FOOD SERVICE PAYMENTS TO SPONSORING ORGANIZATIONS FOR DAY CARE HOMES

Payments shall be made only to sponsoring organizations operating under an agreement with the SDE for the meal types specified in each provider application served to enrolled non-resident children and eligible enrolled children of day care home providers, at approved day care homes.

Each sponsoring organization shall report each month to SDE the total number of meals by type (breakfasts, lunches, suppers, and snacks) and by category (tier I and tier II), served to children enrolled in approved day care homes. Prior to submitting its consolidated monthly claim to SDE, each sponsoring organization must conduct reasonable edit checks on the day care homes' meal claims which, at a minimum, include those edit checks specified in 7 CFR 226.10(c).

Each sponsoring organization shall receive payment for meals served to children enrolled in approved day care homes at the tier I and tier II reimbursement rates, as applicable based on daily meal counts taken in the home, and as established by law and adjusted in accordance with 7 CFR 226.4.

For tier I day care homes, the full amount of food service payments shall be disbursed to each day care home on the basis of the number of meals served, by type, to enrolled children. For tier II day care homes, the full amount of food service payments shall be disbursed to each day care home on the basis of the number of meals served to enrolled children by type, and by category (tier I and tier II).

As applicable, each sponsoring organization of day care homes shall:

1. Require that tier I day care homes submit the number of meals served, by type, to enrolled children by child;
2. Require that tier II day care homes in which the provider elects not to have the sponsoring organization identify enrolled children who are eligible for Free or Reduced-Price meals submit the number of meals served, by type, to enrolled children;
3. Annually sponsoring organizations, if requested by the provider, must identify enrolled children who are eligible for Free or Reduced-Price meals for all tier II day care homes. In such homes, the sponsoring organization must require those day care homes to submit the number and types of meals served each day to each enrolled child by name. The sponsoring organization shall use the information submitted by the homes to produce an actual count, by type and by category (tier I and tier II), of meals served in the homes.

Start-up and Expansion Payments

SDE has established procedures for evaluating requests for start-up and expansion payments, issuing these payments to eligible sponsoring organizations, and monitoring the use of these payments.

Prospective sponsoring organizations of day care homes, participating sponsoring organizations of child care centers or outside school hours care centers, independent centers, and participating sponsoring organizations of less than 50 homes shall receive start-up payments to develop or expand successful CACFP operations in day care homes or centers. Participating sponsoring organizations of day care homes shall receive expansion payments to initiate or expand CACFP operations in day care homes in low-income or rural areas. SDE shall approve start-up payments only once for any eligible sponsoring organization, but may approve expansion payments for any eligible sponsoring organization more than once, provided that: the request must be for expansion into an area(s) other than that specified in their initial or prior request; and 12 months have elapsed since the sponsoring organization satisfied all obligations under its initial or prior expansion agreement.

Eligible sponsoring organizations which have received start-up payments shall be eligible to apply for expansion payments at a date no earlier than 12 months after it has satisfied all its obligations under its start-up agreement with SDE.

Sponsoring organizations which apply for start-up or expansion payments shall provide the following:

1. Public status or tax exempt status under the Internal Revenue Code of 1986;
2. An Organizational history of managing funds and ongoing activities (i.e., administering public or private CACFPs);
3. An acceptable and realistic plan for recruiting day care homes to participate in the CACFP (such as the method of contacting providers), which may be based on estimates of the number of day care homes to be recruited and information supporting their existence, and in the case of sponsoring organizations applying for expansion payments, documentation that the day care homes to be recruited are located in low-income or rural areas; and
4. An acceptable preliminary sponsoring organization management plan including, but not limited to, plans for preoperational visits and training.

SDE shall deny start-up and expansion payments to a sponsoring organization's applicant which fails to meet the requirements above or which have not been financially responsible in the operation of other CACFPs funded by Federal, State, or local governments. SDE shall notify the sponsoring organization of the reasons for denial and allow the sponsoring organization full opportunity to submit evidence on appeal as provided for in 7 CFR 226.6(k).

Any sponsoring organization applying for start-up or expansion funds shall be notified of approval or disapproval by SDE in writing within 30 calendar days of filing a complete and correct application. If a sponsoring organization submits an incomplete application, the SDE shall notify the sponsoring organization within 15 calendar days of receipt of the application and shall provide technical assistance, if necessary, to the sponsoring organization for the purpose of completing its application.

Sponsoring organizations which apply for and meet the criteria for start-up or expansion payments shall enter into an agreement with SDE. The agreement shall specify:

1. Activities which the sponsoring organization will undertake to initiate or expand CACFP operations in day care homes or centers; and
2. Activities specified in the agreement, SDE shall demand repayment of all or part of the payment. The sponsoring organization may retain start-up or expansion payments for all day care homes or centers

which initiate CACFP operations. However, no sponsoring organization may retain any start-up or expansion payments in excess of its actual costs for the expenditures specified in the agreement.

RECOVERY OF OVERPAYMENTS

SDE has established procedures to recover outstanding start-up and expansion payments from Institutions which, in the opinion of SDE, the Institution will not be able to earn these payments.

ADVANCE PAYMENTS

SDE has elected not to issue advance payments to all the participating Institutions in Idaho.

CLAIMS AGAINST INSTITUTIONS

SDE shall disallow any portion of a claim for reimbursement and recover any payment to an Institution not properly payable. SDE may consider claims for reimbursement not properly payable if an Institution does not comply with the recordkeeping requirements. SDE may permit Institutions to pay over claims over a period of one or more years. However, the SDE must assess interest beginning with the date stipulated in SDE's demand letter, or 30 days after the date of the demand letter, whichever date is later. Further, when an Institution requests and is granted an Administrative Review of SDE's overpayment demand, SDE is prohibited from taking action to collect or offset the overpayment until the Administrative Review is concluded.

SDE must maintain searchable records of funds recovery activities. If SDE determines that a sponsoring organization of centers has spent more than 15 percent of its meal reimbursements for a budget year for administrative costs (or more than any higher limit established pursuant to a waiver granted under 7 CFR 226.7(g)), SDE must take appropriate fiscal action. In addition, except with approval from the WRO, SDE shall consider claims for reimbursement not payable when an Institution fails to comply with the recordkeeping requirements that pertain to records directly supporting claims for reimbursement. Records that directly support claims for reimbursement include, but are not limited to; daily meal counts, menu records, enrollment records, eligibility and attendance records, as required by 7 CFR 226.15(e).

SDE shall assert over claims against any sponsoring organization of day care homes which misclassifies a day care home as a tier I day care home unless the misclassification is determined to be inadvertent under guidance issued by FNS. However, SDE shall notify the Institution of the reasons for any disallowance or demand for repayment, and allow the Institution full opportunity to submit evidence on appeal as provided for in 7 CFR 226.6(k).

Minimum SDE collection procedures for unearned payments shall include:

1. Written demand to the Institution for the return of improper payments (fiscal action notice);
2. If after 30 calendar days, the Institution fails to remit full payment or agree to a satisfactory repayment schedule, a second written demand for the return of improper payments sent by certified mail return receipt requested; and
3. If after 60 calendar days, the Institution fails to remit full payment or agree to a satisfactory repayment schedule, SDE shall refer the claim against the Institution to appropriate State or Federal authorities for pursuit of legal remedies.

Reimbursement Claim Records

Each Institution shall maintain records as prescribed by SDE's financial management system. (Electronic or hard copy in Idaho) for three years plus the current CACFP year.

Electronic or Hard Copy Record Maintenance

Idaho State Agency encourages Institutions to maintain records electronically. The electronic records must be available to the State Agency and legible in the electronic format. If the records are not legible, the State Agency will require hard copies during the Program Review.

Electronic Signatures

Idaho State Agency allows Institutions to collect electronic signatures if the Institution maintains an electronic signature policy/procedure and uses a certification statement for each signature.

Source Document Maintenance

226.14(a), "...State agencies shall consider claims for reimbursement not payable when an Institution fails to comply with the recordkeeping requirements that pertain to records directly supporting claims for reimbursement. Records that directly support claims for reimbursement *include, but are not limited to*, daily meal counts, menu records, and enrollments and attendance records, as required by 226.15(e)." Under recordkeeping requirements at 226.15(e), it states "each Institution shall establish procedures to collect and maintain all program records required under this part, *as well as any records required by the State agency.*"

Idaho specifically defines valid records of time of service meal counts are *only* source documents (e.g., paper forms completed at the actual time of meal service) and that such source documentation must be retained for validating claims for reimbursement regardless of later entry into an automated system.

Records must be maintained by each Institution to support the claim for reimbursement. These include, but are not limited to:

- Enrollment records for participants in care;
- Indication of eligibility
 - Income eligibility forms;
 - Direct Certification Match Reports and any other free eligibility supporting records;
 - ICCP Certification (Tier II homes only)
- Center monthly enrollment and eligibility roster;
- Daily attendance records
- Center time of service meal count records
- Homes daily meal count records
- Meal Pattern Compliance Records
 - Center menu production records
 - Daily menus
 - Standardized recipes
 - CN Labels/Manufacturer Product Formulation Statements
- Itemized food and milk receipts

ENROLLMENT RECORDS

Except for outside-school-hours care centers, emergency shelters, and at-risk afterschool care centers, Institutions must maintain annually updated enrollment documentation for all participants claimed for meal reimbursement. All participants, including drop-ins must be enrolled for care. Documentation of enrollment must be updated annually, signed by a parent or legal guardian, and include information on each child's

normal days and hours of care and the meals normally received while in care.

SDE recommends that Institutions use their center or home enrollment form and add any required CACFP enrollment information that is not currently on their form; for example, normal days, hours and meals received while in care. If the Institution chooses not to use their enrollment form for the annual updates, SDE has two enrollment form options available in MyIdahoCNP under download forms; Child Enrollment Form or the Income Eligibility Form has a section for enrollment information. Please see samples below:

CHILD ENROLLMENT FORM

This form must be updated annually

Child Care Center or Provider Name

NAME OF CHILD <small>Last, First PLEASE PRINT</small>	BIRTH DATE <small>(Mo/Day/Yr)</small>	NORMAL HOURS IN CARE		NORMAL MEALS WHILE IN CARE					
		From	To	BKFST	AM SNACK	LUNCH	PM SNACK	SUPPER	LATE SNACK
	/ /	am/pm	am/pm						
	/ /	am/pm	am/pm						
	/ /	am/pm	am/pm						

Days in care on a normal week (circle): Sun. Mon. Tue. Wed. Thur. Fri. Sat.

I understand my child/children will receive meals at no extra charge to me when they are in care during any of the scheduled meal services.

Parent Signature: _____ Date: _____

Parent(s) Name(s): _____

Parent Address _____

Home Phone Number: (____) _____ Work Phone Numbers: (____) _____ (____) _____

FY 2014-2015 CACFP Meal Benefit Income Eligibility and Enrollment Form
ONE APPLICATION PER HOUSEHOLD

1 Enrolled child or children – Please print each child enrolled in care below.

2 Benefits If your child (ren) receives Food Stamps, FDPIR, or TAFI list the case number below by the child (ren). Skip Parts 3 & 4 and complete Part 5. EBT or QUEST card # not allowed.

Child First and Last Name	Age	Birthdate	Circle Meals Normally Received	Circle Normal Days Print Normal Hours of Care	Food Stamp, FDPIR, TAFI Case No. If Applicable
1			Breakfast AM Snack Lunch PM Snack Supper Late Snack	Sun Mon Tue Wed Thu Fri Sa Normal Hrs. _____ to _____	
2			Breakfast AM Snack Lunch PM Snack Supper Late Snack	Sun Mon Tue Wed Thu Fri Sa Normal Hrs. _____ to _____	
3			Breakfast AM Snack Lunch PM Snack Supper Late Snack	Sun Mon Tue Wed Thu Fri Sa Normal Hrs. _____ to _____	
4			Breakfast AM Snack Lunch PM Snack Supper Late Snack	Sun Mon Tue Wed Thu Fri Sa Normal Hrs. _____ to _____	
5			PM Snack Supper Late Snack	Normal Hrs. _____ to _____	

3 FOSTER CHILD: ☐ Check box if applying for foster child/children. Skip to Part 5 to sign this form.

If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Your School, Homeless Liaison or Migrant Coordinator. Homeless ☐ Migrant ☐ Runaway ☐

4 HOUSEHOLD MEMBERS AND GROSS INCOME: List all members not listed above. If you listed a Food Stamp, TAFI, or FDPIR No. for each child, skip to Part 5.

FIRST and LAST NAME	NO INCOME	Earnings from Work Before Deductions		Welfare, Child Support, Alimony Received		Pensions, Retirement, Social Security, VA Benefits		All Other Income	
		How much?	How often?	How much?	How often?	How much?	How often?	How much?	How often?
1	<input type="checkbox"/>								
2	<input type="checkbox"/>								
3	<input type="checkbox"/>								
4	<input type="checkbox"/>								

5 Signature and Last Four Digits of Social Security Number (Adult must sign and date)

If on Food Stamps, TAFI or FDPIR, a Social Security number is not required. Just sign and date.

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____

Date: _____ Phone Number: _____

Address: _____ City: _____

State: _____ Zip Code: _____

6 RACE/ETHNIC IDENTITY-OPTIONAL

Mark one or more racial identities:

- ☐ ASIAN
☐ WHITE
☐ BLACK OR AFRICAN AMERICAN
☐ AMERICAN INDIAN OR ALASKA NATIVE
☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

Mark one ethnic identity:

- ☐ HISPANIC OR LATINO
☐ NON HISPANIC OR LATINO

INCOME ELIGIBILITY FORMS AND DIRECT CERTIFICATION MATCH REPORTS

Institutions must maintain annually updated Income Eligibility forms or Direct Certification Match Reports for all participants claimed in the Free or Reduced-Price categories. For more information on these records please see the Income Eligibility Forms section of this manual.

DEVELOPING THE CENTER MONTHLY ENROLLMENT AND ELIGIBILITY ROSTER

The Monthly Enrollment Eligibility Roster lists all enrolled participants during the month in the center and their eligibility category (Free, Reduced-Price or Paid). The Monthly Enrollment Eligibility Roster must include all center participants, including drop-ins, who are enrolled any time during the month.

Infants: child care centers that have infants in care during the month must include them on the Monthly Enrollment Eligibility Roster.

Required Records to Develop the Monthly Enrollment Eligibility Roster:

1. Monthly Enrollment Eligibility Roster. The form captures all enrolled participant's full names and eligibility category (Free, Reduced-Price or Paid) for the month;
2. Direct Certification Match Reports;
3. Complete Income Eligibility Forms (IEF), signed, approved, and dated;
4. Any other supporting document for a participant's eligibility;
5. Enrollment forms for each participant enrolled in the center during the month.

Creating and Maintaining a Monthly Enrollment Eligibility Roster

1. Add the full name of each currently enrolled participant to the Monthly Enrollment Eligibility Roster;
2. Mark the appropriate eligibility category box for each participant on the Monthly Enrollment Eligibility Roster (Free, Reduced-Price, or Paid);
3. Mark participants who were not directly certified or who do not have a complete, accurate, or approved IEF in the Paid category.
4. Double-check the Monthly Enrollment Eligibility Roster for accuracy.
5. Using the Monthly Enrollment Eligibility Roster for the current claiming month, total the number of participants in each of the three eligibility categories;
6. Double-check the total numbers for accuracy;
7. Report the numbers tallied for each category, Free, Reduced-Price and Paid, on the current month's reimbursement claim in MyIdahoCNP under "Free, Reduced-Price and Paid."
8. Each month update the previous month's Monthly Enrollment Eligibility Roster by adding new enrolled participants and their eligibility category, removing participants that were not enrolled in the entire month and their eligibility status; and
9. Repeating steps 4-7.

FOR-PROFIT INSTITUTIONS REQUIREMENT TO DETERMINE SITE ELIGIBILITY MONTHLY

For-profit Institutions may qualify for CACFP reimbursement in a given month if 25% of the site's currently participating enrollment or 25% of its licensed capacity, whichever is the lesser, is eligible for Free or Reduced-Price meals in that month. Institutions should develop a process similar to the following one to determine 25%

eligibility for each site every month prior to submitting a claim for meal reimbursement to SDE.

To get the percentage of Free and Reduced-Price participants at the site, total the number of children who are Free and Reduced-Price eligible and divide that number by the total number of children listed on the enrollment roster or the licensed capacity, whichever is the lesser of the two.

If the site has greater than or equal to 25% Free and Reduced-Price eligible participants during the month, the site qualifies for CACFP meal reimbursement in that month. Sites included in the reimbursement claim must reach or exceed the 25% eligibility. An Institution may not round up when determining the 25% eligibility. For example; in a month where a site with only 24.9% of its currently participating enrollment or licensed capacity, whichever is the lesser, is eligible for Free and/or Reduced-Price, the Institution is not eligible for meal reimbursement for that month.

When a for-profit Institution submits a monthly claim for reimbursement it is certifying that all sites included in the claim meet the 25% eligibility requirement.

For-profit Institutions must maintain records documenting that they meet the 25% qualifying standard for each site every month CACFP reimbursement is claimed for the site. This documentation would include all Monthly Enrollment Eligibility Rosters and all supporting documents for the rosters. For-profit Institutions receiving Federal funds may be required by SDE to have periodic claim audits.

COMMON ERRORS WITH THE CENTER MONTHLY ENROLLMENT ELIGIBILITY ROSTER

During Program reviews, SDE will verify the center Monthly Enrollment Eligibility Roster by reviewing the center's enrollment records, direct certification matches, and income eligibility forms. The following are some errors that will require SDE to adjust the Monthly Enrollment Eligibility Roster, which may affect the claiming percentages and the amount of reimbursement;

- Counting a participant who was not enrolled in the center on the roster;
- Not counting all participants (including infants) who were enrolled in the month on the roster;
- Not having a completed and approved IEF or other free-eligible documentation for each participant counted in the Free or Reduced-Price categories;
- Using an IEF that was signed by the adult household member or determining official more than 12 months prior;
- Incorrectly recording the eligibility category on the IEF or on the roster;
- Incorrectly adding the number of participants in any of the eligibility categories.

DAILY ATTENDANCE RECORDS

Institutions must maintain daily attendance records indicating the number of participants in attendance. Idaho's licensing agency requires all child care centers and homes to maintain daily time in and out attendance records for each enrolled child. SDE and sponsoring organizations will use this documentation to verify claims monthly.

Head Start programs may record attendance as present/absent for part-day classrooms, which have a distinct beginning and ending time, in this situation arrival and departure times are not routinely required. A record of each participant's present/absent is sufficient. Any participant's deviations from the normal school day, such as late arrivals and early departures, must be recorded with in/out times.

Daily attendance records must document each participant's first and last name, or have another SDE approved code for identifying each participant. Any participant who is enrolled and attends for any part of the day is considered to be in attendance. Attendance records are used to support monthly meal counts per participant. When applicable, attendance records are used to verify the Monthly Enrollment and Eligibility Roster during a Program review by SDE and to ensure a site is meeting licensing requirements.

Attendance records must show the actual time participants arrive and depart. These times are usually recorded by a parent/guardian, adult participant, or facility employee. Participants who arrive and depart more than once during the day (for example, school age children in care at the center before and after school) must

have both arrival times and both departure times recorded.

Institutions must have a system to record accurate attendance times when parents, guardians, or adult participants forget to record the participant's time in and time out. The time in and out should be recorded when the participant arrives or departs from the facility.

Institutions may want to:

- Place a clock and calendar by the attendance sheet so parents, guardians or adult participants can easily record arrival and departure times.
- Educate parents and adult participants on the importance of recording participants in and out times every day. The SDE recommends using one form per day for recording arrival and departure times. With this method, parents/guardians or adult participants cannot mistakenly record attendance on the wrong day. Institutions may also use a software system for attendance records.

SDE has two attendance forms available for centers and one meal count/attendance record available for homes. Institutions may create their own attendance form. The Institution must submit it for approval to SDE before implementing. All sample attendance forms from SDE are available in MyIdahoCNP under download forms.

Reimbursable Meals and Snacks Limits

In general, Independent Centers and Sponsoring Organizations of Centers may be reimbursed for a maximum of either two meals and one snack or two snacks and one meal per participant per day.

At-Risk Afterschool Centers may be reimbursed for a maximum of one snack and one meal per participant per day.

Emergency shelters may be reimbursed for a maximum of any three meals per participant per day.

Institutions may claim reimbursement only for those meal types (breakfast, lunch, supper, snacks) that are approved by SDE on the current site or provider application in MyIdahoCNP. For instance, if an Institution was approved to claim snack and lunch only, the Institution may not claim breakfast even if it was served.

BEFORE CLAIMING MEALS AND SNACKS

Institutions shall have procedures in place to verify claim records before submitting the claim for reimbursement to ensure the Institution will submit an accurate claim. Institutions shall review attendance and enrollment records to meal counts, verify menus and production records to ensure each meal and snack served meets the menu pattern, and verify enrollment eligibility data.

Completing the Monthly Reimbursement Claim Form

SDE has a web-based meal reimbursement system called “MyIdahoCNP.” To be reimbursed for meals and snacks served, Institutions must complete and submit an on-line Reimbursement Claim Form to SDE each month. Institutions are required to submit claims on-line.

To submit claims on-line, individual users must have a secure user ID and password to access the on-line claiming system. The user ID and password are assigned when the Institution submits a User Authorization Form during the application packet approval process. The user ID and password are equivalent to an original signature on a paper claim for purposes of official documentation. When using the user ID and password, the user is certifying the information transmitted electronically is complete and accurate.

The deadline for submitting a claim is 60 days following the end of the claim month. The official submission date of a claim is the date the claim was submitted on-line.

SDE recommends Institutions submit original claims by the 10th of the month following the claim month.

Institutions need the following records per site to complete the reimbursement claim:

- Attendance records for the claim month;
- Meal count records for the claim month;
- Number of claiming days in the month (number of operating days);
- Total daily attendance for the month (total attendance);
- Number of Free, Reduced-Price or Paid participants for the month (centers);
- Total number of meals served per meal type (breakfast, lunch, supper, and snack);
- Total number of meals served per meal type and per Tier II high and Tier II low.

When submitting the claim, the Institution submits the claim for a claim month, for example, March 1- March 31. Institutions that operate in more than one CACFP program must maintain meal count records separately for each facility. Example: A center may operate as a child care center but during the school year offers an afterschool meal program and operates the At-risk afterschool meal program for the school age children afterschool and on holidays during the school year. In MyIdahoCNP, when the Institution reports meals served per meal type (breakfast, lunch, supper, and snack), the meals served in the child care center will be reported separately from the meals reported for the At-risk afterschool program.

ATTENDANCE REPORTING IN THE CLAIM FOR REIMBURSEMENT

In each separate CACFP category (Child Care, Head Start, After School At-Risk, etc.) the Institution adds together the attendance for every day the Institution had site(s) open. Enter the total of all the days’ attendance for the claim month for each site.

For example, if 20 participants attended each day for 22 days in the claim month at a center, attendance reported for the center would be 440 (20 x 22). This example is for demonstration purposes only. Actual attendance will vary.

CAPACITY FOR CLAIMED SITES

All licensed sites will already have their licensed capacity that was established from the Idaho licensing agency, listed in the site application. The licensed capacity will automatically populate in MyIdahoCNP site claims for all licensed sites, so facilities will not need to enter this information in each month’s claims.

SUBMIT CLAIM FOR REIMBURSEMENT

When submitting claims on-line, the Institution must first double check to ensure all pertinent information is entered on the claim. Then the Institution follows the on-line reimbursement claim instructions for submitting the claim.

When errors have been made in the original claim submitted, Institutions may submit a revision to that claim. For revised claims, SDE may make upward adjustments in reimbursement on claims filed within the 60 day deadline if such adjustments are completed within 90 days of the last day of the claim month. Revised claims for a downward adjustment may be submitted at any time.

When submitting a revised claim on-line, the Institution must submit all required information including the new totals for the claim month, not only the correction. For example, if an Institution originally claimed 100 lunches and should have claimed 115 lunches, the Institution may submit a revised claim within the allowable timeline. When submitting a revised on-line claim, select “Revised”.

LATE CLAIMS

Claims received after 60 days from the claim month will not be paid unless a once in a three year exception request has been submitted and granted. Requests must include the reason the request is being made and steps the Institution has implemented to eliminate the problem in the future.

ONCE IN THREE YEAR EXCEPTION REQUEST

The once in three year exception request must be approved by SDE and is allowed when the Institution did not submit the claim during the 60-day limit. Each Institution is allowed a one-time exception once every 36 months of CACFP operation.

FINAL DUE DATES

SDE requests that Institutions submit their monthly reimbursement claim by the 10th of the month following the claim month. The final due dates for submitting a reimbursement claim for each month, are listed on the Child Nutrition website.